

# Sample Resume Template 1 Shawana Udey

## **Student's name centered and in bold**

(may be one font size larger than rest of resume – size 12 or 14)

Use font Times New Roman or Arial

Street address

City, State and Zip

Telephone number including area code

### **Objective**

Give student's job objective

### **Work Experience**

Dates worked  
Month/year

Job title, Business name  
Business street address  
Business city, state and zip  
Business telephone number, including area code  
Supervisor: (if known)

**Duties:** List job duties; omit pronouns

Dates worked  
Month/year

Job title, Business name  
Business Street address  
Business city, state and zip  
Business telephone number, including area code  
Supervisor: (if known)

**Duties:** List job duties; omit pronouns

### **Education**

H.S. years

High School name and street address  
High School city, state and zip

#### **Relevant Coursework:**

(use this heading only if relevant)

Expected Graduation date: Month and year

### **Related Skills**

\*List related skills and/or abilities and dates of completion.  
This heading may be changed to reflect student needs;  
could substitute activities/accomplishments.